



2003 APPLICATION FOR COUNTY OF FAIRFAX, BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE

DEPARTMENT OF TAX ADMINISTRATION

12000 Government Center Parkway, Suite 223, Fairfax, Virginia 22035

Phone: (703) 222-8234 Fax: (703) 324-3500 or (703) 324-3505 TTY: (703) 222-7594 Web Site: www.fairfaxcounty.gov/dta

PLEASE PRINT CLEARLY

1. Owner Name:*

* Sole Proprietors only: Last Name First Name Middle Initial

2. Trade Name:

3. Federal ID/SSN:

4. Date Business Began in Fairfax County:

5. Date Business Ended in Fairfax County:

6. Current Business Location:

7. Mailing Address:

8. Number of Persons Employed at this Location:

9. Business Contact:

Phone Number:

Fax Number:

E-mail:

10. If Business Operates from Leased Premises:

(a). Annual Rent Paid: \$

(b). Name/Address of Owner of Premises:

In completing Boxes 1 through 4 below, all businesses **except wholesale merchants** must report gross receipts. Wholesale merchants may report gross purchases in lieu of receipts, if available.

BOX 1

Total 2002 Gross Receipts

\$

BOX 2

Exclusions (See Instructions; Documentation required)

\$

BOX 3

Adjusted 2002 Gross Receipts (Box 1 less Box 2)

\$

BOX 4

If business began after 1-1-02, report gross receipts estimate for 2003

\$

11. Provide a detailed description of business activity:

OFFICE USE ONLY

Account Number

Ordinance

SIC

Reviewed by

Date Received

Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

Print Name/Title:

Signature:

Date:

E-mail:

INSTRUCTIONS

1. Enter owner name of business; if incorporated give corporate name.
2. Enter trade name of business (doing business as.) If doing business in a name other than what is on line 1, this name must be registered with the Clerk of the Court, of Fairfax County.
3. **IMPORTANT:** List Federal I.D. number. If a business does not have a Federal I.D. number, list social security number. (required for IRS reporting)
4. Enter date business began or moved into Fairfax County.
5. Enter date business ended or moved out of Fairfax County, if applicable.
6. Enter business location in Fairfax County.
7. Enter mailing address. This is where correspondence and tax bills will be sent.
8. Enter number of persons employed only at the location listed on this application.
9. Enter name, telephone number, and e-mail address, if applicable, of person to contact if additional information is needed or if audit is required.
- 10(a). Business operating from leased premises **ONLY:** List annual rent paid.
- 10(b). Business operating from leased premises **ONLY:** List name and address of owners of premises.
11. Describe (in detail) the principal type of business such as consultant, attorney, shoe store, beauty salon, towing service, etc. Define in detail the business activities in which the company engages. It may be necessary to obtain more than one license if you engage in more than one activity. Attach additional information if necessary.

CALCULATIONS

BOXES 1 THROUGH 4: For all classifications

Box 1 Enter Actual Gross Receipts for 2002 (Wholesalers enter Gross Purchases for 2002)

Box 2 Enter **ONLY** allowed exclusions as defined in the Code of Virginia and the County BPOL ordinance. A complete listing of exclusions can be obtained from the DTA web site or by requesting an Exclusion Brochure and Worksheet. Anyone claiming an exclusion must attach a 2003 BPOL Exclusion Worksheet (Form 8TA-EX) and provide the necessary documentation as required. Failure to provide required documentation may disallow exclusion.

Expenses are not an allowable exclusion for most businesses.

Box 3 Enter the difference between Box 1 and Box 2: These are your taxable gross receipts.

Box 4 If business began after January 1, 2002, enter an estimate of gross receipts for 2003.

FILING AND PAYMENT DUE DATE

BPOL tax filing and payments shall become due and payable on or before March 1, of each year or within 75 days of the business beginning in Fairfax County.

APPEALS

Pursuant to Fairfax County Code Section 4-7.2-11, any person assessed with a local license tax may appeal such assessment to the Director of the Department of Tax Administration within 90 days of the assessment date. This can be done by correspondence or through our web site: www.fairfaxcounty.gov/dta

GENERAL INFORMATION

“Gross Receipts” means the whole entire, total gross receipts, without any deductions.

“Gross Purchases” means all goods, wares, and merchandise received for sale at each definite place of a wholesale merchant.

Section 4-7.2-3(C) and Section 4-7.2-7(B) of the County Code provides, if filing or payment date falls on Saturday, Sunday or legal holiday that any return due to be filed or tax paid may be filed and payment made without penalty or interest on the next business day.

A copy of the County BPOL ordinance can be obtained by visiting our web site:

www.fairfaxcounty.gov/dta or by calling (703) 222-8234. TTY: (703) 222-7594.

Owners or managers of leased residences, apartments, commercial property, or industrial facilities located in Fairfax County must attach a separate listing of buildings or projects owned or managed, and include the location of the property and the annual rent.

All receipts for the sale, lease, or rent of real estate are licensable under Section 4-7.2-4 of the County Code.

Real estate agents are NOT licensed separately and ALL commissions from the sale, lease, or rental of real estate are to be reported by the broker in accordance with the County Code.

EXCLUSIONS

A complete listing of exclusions can be obtained from the DTA web site: www.fairfaxcounty.gov/dta or by calling (703) 222-8234. **All exclusions require a completed BPOL Exclusion Worksheet and may require supporting documentation.** Exclusions are listed in Section 4-7.2-1(B) of the Fairfax County Code.

Most frequently claimed exclusions:

Persons who collect Federal or State excise tax on motor fuel as part of gross receipts may deduct this tax.

Persons who collect Sales or Use tax as part of gross receipts may deduct this tax. Provide your sales or use tax account number as assigned by the State. (See Exclusion Worksheet)

501(C) organizations may exclude business-related income from gross receipts. Unrelated business income remains taxable. Attach applicable 990 or 990T.

Gross receipts do not include gifts, contributions, or membership dues of a nonprofit organization.

Sellers of computer hardware or software that is purchased for resale to a United States Federal or State Government entity as allowed by §58.1-3732, Code of Virginia, can deduct original cost of equipment. Provide documentation supporting any exclusions from receipts. Documentation would include, but not be limited to, a complete description of property sold, copies of invoices and contracts.

Software developers as defined in Section 4-7.2-1(B)(1)(z) of the Fairfax County Code whose gross receipts are derived solely from design, development or other creation of computer software for lease, sale or license performed from a definite place of business within Fairfax County may claim an exclusion. The exclusion is 100% of the receipts derived solely from the sale, lease, or license fee received from the sale of the software products. Other related receipts (such as training, installation or integration) are not deductible. Documentation will be required to receive this exclusion. Such documentation should include, but not be limited to, copy of lease, license or applicable sales contract pages, financial records detailing gross receipts and description of work conducted by your company. (See Exclusion Worksheet)

NOTICE: Failure to receive appropriate forms does not relieve taxpayer of the obligation to file on time. Failure to file this form by March 1, 2003, or within 75 days of commencing business will result in a late filing penalty of 10% of the tax assessable. NOTE: It is a Class 1 misdemeanor for any person to willfully subscribe an application that he does not believe to be true and correct as to every material matter, Virginia Code Title 58.1-11. Businesses are subject to audit by DTA pursuant to Virginia Code Title 58.1-3109.